

NOTICE OF JOB POSTING
POSTING DATE: December 7, 2021
DEADLINE FOR APPLICATION: 4:30 pm 2/28/2021

DEPARTMENT: Accounting

JOB TITLE: Payroll Technician

UNION AFFILIATION: none

HOURS PER WEEK: 19.5 Hours per wk.

ESSENTIAL DUTIES AND RESPONSABILITIES:

- Processes Town payroll; timesheet input, verification, adjustments, submission of data to payroll company, processing of reports, personnel changes, verifying personnel information, updating benefit changes;
- Creates detailed payroll reports, prepares payroll documentation for yearly audit;
- Maintains Town-wide chart detailing all union and personnel by-law benefits and exceptions, and reviews all payroll changes for compliance with applicable contracts and authorizations;
- Maintains records as required by the State and Federal governments;
- Work closely with payroll company to ensure integrity of data and processes
- Provides customer service to a constant stream of department customers, explains procedures and protocols;
- Provides general office support and performs other related duties as required by the Town Accountant.

KNOWLEDGE ABILITY AND SKILL:

- Excellent customer service, oral and written and interpersonal skills. Typing, computer proficiency in Word, Excel and Outlook.
- Knowledge of payroll, general accounting, bookkeeping, Customized Data Systems, or applicable payroll software programs
- Ability to multi-task and manage conflict. Ability to communicate effectively both orally and in writing. Ability to meet deadlines. Ability to work independently. Ability to understand and explain various types of correspondence, reports, and media in order to explain and/ or train others. Ability to meet deadlines despite frequent interruptions in a fast-paced environment while maintaining attention to detail.
- Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials, and the general public and to respond in a courteous and professional manner.
- Able to maintain strictest degree of confidentiality.
- The work involves physical skills typical of an office environment, including sitting, standing, walking, and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.
- The work may require motor skills for activities such as moving objects, using office equipment, and associated office activities.

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MINIMUM QUALIFICATIONS:

Associates Degree or equivalent and three to four years of relevant bookkeeping or payroll experience, or any equivalent combination of education and experience. Knowledge of Massachusetts General Laws, relevant Federal payroll, and labor laws (FLSA, FMLA, etc.), and unemployment and workers compensation considerations preferred. The Town of Abington's workforce, like the community it serves, is diverse. Applicants must have the ability to work and interact effectively with individuals and groups with a variety of identities, cultures, backgrounds, and ideologies.

WORK ENVIRONMENT:

Work involved is primarily indoors in a professional office setting.

BENEFITS:

This is a non-benefited position

RATE: \$21.00 to \$24.00 per hour depending on experience

APPLICATION PROCEDURE:

All applicants must submit a letter of interest and completed job application form to: Slambiase@Abingtonma.gov or to the Town Manager, Abington Town Offices, 500 Gliniewicz Way, Abington, MA 02351. Deadline for applications is 4:30 pm 12/30/2021.

- The prospective employee must successfully complete a CORI (Criminal Offender Records Inquiry) and a physical examination, including a drug screening. The Town reserves the right to run additional CORI checks as allowed under Massachusetts General Law.

APPLICATION FORM:

<http://www.abingtonma.gov/sites/g/files/vyhlf236/f/file/file/employmentapp.pdf>

The Town of Abington is an Equal Opportunity Employer who embraces diversity, All qualified applicants are encouraged to apply. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.